

**User Manual  
for the  
Joint Staff  
Evacuation  
(EVAC) System**

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# User Manual for the Evacuation System ( EVAC )

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## 1. Scope.

The EVAC systems allows ‘ordinary users’ of the system to display and print information about the numbers of various types of personnel needing to be evacuated during times of crisis in various parts of the world. These numbers are used by various agencies to develop logistic plans for evacuation of personnel located in areas of crisis. Version 2.0 of EVAC processes both the old and new formats of the F77 Report. The types of personnel users of the EVAC system can receive evacuation information for include the following:

*Non-contractor, non-DOD US citizens*

*- Includes State Department, USIA, AID, Commerce, Agriculture, Peace-Corps, and other.*

*Dependents of non-contractor, non-DOD US citizens*

*- Includes dependents of State Department, USIA, AID, Commerce, Agriculture, Peace-Corps, and other.*

*Contractor US citizens*

*Dependents of contractor US citizens*

*Non-DOD TDY, US government personnel*

*Military DOD at embassy*

*- Includes USMC guards, Seabees, defense attaché, MAAG, and other.*

*Dependents of military at embassy*

*- Includes dependents of USMC guards, Seabees, defense attaché, MAAG, and, other.*

*Career and direct hire DOD employees*

*Dependents of career and direct hire DOD employees*

*Dependents of military, other categories*

*- Includes Army, Navy, Air Force, and USMC.*

*DOD TDY personnel*

*Non-citizens and dependents who are non-contractors*

*US citizens residents, non-US government*

*Number of US citizens residents, non-US government*

*Number of US citizens likely to require evacuation*

*US citizen tourists for different time periods*

*- Includes Dec-Feb, Mar-May, Jun-Aug, and Sep-Nov.*

*Third country nationals and other aliens.*

## 2. Initiating the System

The Evacuation system is initiated by selecting the EVAC icon on the GCCS workstation “desktop”. Call the POCs on the last page if you have difficulty finding the EVAC icon.

## 3. Display to Screen

## 1. Report Type

The user has a choice of either a detailed or a summary report by using the mouse to select the corresponding report by depressing its button.

If the user chooses a summary report, the selection of a district is not possible.

## 2. Country Selection

A country can be selected by double clicking on the country name. The country names are listed in ascending order by country code. More country names are available by using the scroll bar to move up or down through the list. When requesting a detailed report the selection of a country will automatically populate the district list with available district names for the country selected. Summary reports do not require a district name therefore the district names are not displayed.

## 3. District

A district can be selected by clicking on the district name. This will highlight the name. By selecting Execute with the district name highlighted the user will generate a report for that district.

## **4. Print**

### **1. Report Type**

The user has a choice of either a detailed or a summary report by using the mouse to select the corresponding report by depressing its button.

### **2. Selecting / Deselecting Countries**

The user may select as many countries as they desire by double clicking on the country name. This will add the country name to the list of countries selected for printing. A country may be removed from the selected list by double clicking on it in the list of those to be printed. All countries selected for printing may be removed by clicking on the Clear All button under the selected list.

## **5. User Controls**

### **1. Next/Previous**

The next and previous buttons are used to move back and forth within the program.

To go back one screen, click on the previous button.

To go forward one screen, click on the next button.

### **2. Execute/Print**

Click on the Execute button to begin the search of the database.

During the print mode, clicking on the Print button will cause the data to be printed.

### 3. Quitting

To quit and exit the program, click on the pull down File menu at the top left hand corner of the screen and then select exit.

## 5. Points of Contact for EVAC System

<u>Name</u>	<u>Rank</u>	<u>Org</u>	<u>DSN</u>	<u>Comm</u>	<u>Responsibility</u>
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